Credit: 3-6-6

Prerequisites: N3122W

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Carrollton Office
Monday 9 AM – 12 PM
Wednesday 9 AM – 12 PM
Virtual Office Hours
Wednesday 2 – 4 PM
Thursday 9 – 11 AM
Monday through Thursday – Email response within 24 hours

Course Description: This course is designed to focus on the theoretical concepts relevant to the practice of nursing management. This course includes classroom/clinical experience and enrollment is limited to Registered Nurse students only.

Learning Goals:
1. Define the role of the nurse leader/manager. (1)*
2. Compare and contrast management, organizational and leadership theories and apply to professional nursing practice. (6)
3. Use critical thinking, decision-making theories, and domains of practice in the management of nursing situations. (1, 6)
4. Examine concepts of managed care and case management in a variety of practice settings. (1)
5. Examine the roles of holism and professional nurse caring in organizations with cultural diversity. (3, 5)
6. Collaborate with interdisciplinary team members to create change and attain goals. (8)
7. Participate in evidence-based quality improvement processes to evaluate outcomes of practice changes (6)
8. Consider scientific and humanistic concepts, theories and evidence-based research findings that influence health care organizations and the practice of nurse leaders/managers in local and global communities. (6, 7)
9. Utilize leadership/management skills in the delivery of caring, competent, legal and ethical nursing care to individuals and groups in a variety of settings. (4)
10. Use concepts of effective communication to manage a variety of nursing situations. (9)
Program objectives

Course Content:

Framework for Leadership and Management
- Economics and Managed Care in Health Care Delivery
- Nurse Leader/Manager Roles and Domains of Practice
- Organizational Management Theory
- Nursing Care Delivery Systems
- Caring & Holism in Management
- Leadership Theory

Key Skills in Nursing Management
- Problem Solving/decision Making
- Communication in Organizations
- Groups, Committees, and Teams
- Conflict Management
- Managing Time
- Effective Delegation
- Change Theory

Resource Management
- Budgeting
- Effectiveness, Efficiency, Productivity
- Staffing and Scheduling
- Performance Appraisal
- Motivating, Coaching, and Disciplining
- Managing Cultural Diversity
- Quality Management
- Case Management

Textbooks:


Learning Activities:
Assigned readings
Independent study & use of information technology
Classroom /online activities and discussions
Formal and informal writing/presentation activities
Online Quizzes
Clinical learning experiences with reflective journaling
Evidence based Quality Improvement Educational Project

Online Learning Expectations:
1. This course is supported by Web CT Vista and will include both face to face and online class activities and assignments. Online expectations in this course will be reviewed at the first
class meeting and students are expected to seek further assistance from university resources listed below if needed to increase ease of use of WebCT Vista.

Where and how to receive help with WebCT Vista or any other problems [http://www.westga.edu/~distance/webct1/help/](http://www.westga.edu/~distance/webct1/help/)

Link to the Library's DL services [http://www.westga.edu/~library/](http://www.westga.edu/~library/)

The WebCT Vista servers go down for mandatory maintenance; see dates here [http://www.alt.usg.edu/gaview/support/maint-schedule.phtml](http://www.alt.usg.edu/gaview/support/maint-schedule.phtml) Typically, the servers are down from 10pm Fri night until 7am on Saturday.

Link to UWG Online Connection website (includes link to Orientation, basic software/hardware requirements, Online Student Guide, and all student services) - [http://www.westga.edu/~online/](http://www.westga.edu/~online/)

2. All assignments and documents should be prepared using Microsoft software. Word documents must be prepared in Microsoft “word” (not “works”), or submitted in rich text format (.rtf).

3. All assignments are to be submitted in the “Assignment” section within the WebCT Vista course. Assignments will be returned in the same manner.

4. Online discussions are to be conducted in the designated discussion site, identified by topic. Practicum reflective journals to be recorded in the private discussion sites identified by student name.

5. Students are expected to check Web CT Vista frequently to receive communications and assignments as they are posted. Access to Web CT Vista, as well as the fax number and e-mail address on this syllabus should eliminate the likelihood of late assignments.

6. Students are expected to access the Department of Nursing for the BSN Handbook and are responsible for the information and polices in it.

7. The Department of Nursing Grapevine is located in the course list on WebCT Vista after logging in. This site should be checked frequently since it provides timely announcements for all nursing students.

**Methods of Evaluation:**

Final course grades will be calculated as follows:

- **10%** Face to Face Class Participation
  - Criteria described below

- **20%** Online Class Participation
  - Criteria described below

- **30%** Online Quizzes
  - Described below

- **40%** Evidence Based QI Educational Project
  - See Guideline (attached)
  - Final versions of the Project submitted after the due date will be subject to a 5 point deduction for each day that the assignment is late.

- **Pass/Fail** Leadership Practicum
Grading System:

- A 90-100%
- B 80-89%
- C 75-79%
- D 60-74%
- F below 60%

Face to Face Class Participation (3 points per Face to Face Class):
The Face to Face Participation grade is based on presence during the class as well as active
participation in all activities. It is expected that each student will arrive on time, and leave at the
end of class time. This grade will be based on the number of classes in which the student
actively participates divided by the total number of scheduled classes. This average will
comprise the Face to Face Class Participation grade. Leaving early or arriving late will be
computed as one-half credit for class participation.

Online Class Participation (3 points per online class):
Online classes will require active participation by each student. Each session will include
reading as well as participation in online activities such as discussions, self assessments,
retrieval and reporting of relevant information, etc.. Student participation will be evaluated based
on the following criteria (1 point each = 3 points per online class):
1. Timeliness – as stated in the course calendar
2. Accuracy – provides support for statements or opinion from readings or other
   legitimate resources
3. Substantive in nature – contributes to discussion by adding new information or
   elaboration/ analysis of the discussion

Online Quizzes: (10 points each)
Eleven online quizzes are scheduled during the semester, each worth 10 points. The lowest
quiz score will dropped when final grades are calculated. The quizzes will assess knowledge
and application of course content and will correspond to the readings and assignments. Quizzes
will be comprised of objective test items (e.g. multiple choice, matching) and must be completed
online in WebCT during the accessible time period. The textbook Nursing Leadership and
Management by Patricia Kelly may be used to answer questions, as well as other resources
suggested and/or provided for each online class. In order to provide a comparable basis for
assessment, each student’s work is to be completed without assistance from other individuals.

Leadership Practicum
The clinical component of the course (Leadership Practicum) is graded on a pass/fail basis.
Students must pass the clinical component to pass the course. A passing grade is earned by
demonstration to the faculty and the clinical preceptor that the course learning goals were met
by the last clinical day. Entries in the student’s reflective journal will be used by faculty to assess
learning related to course goals. Completion of the Evidence Based Quality Improvement
Educational Project is required to pass the course.

Clinical experiences may be scheduled between the first and last days the class is officially
scheduled to meet. Students who have not achieved the required clinical hours at the clinical
site, and/or have not achieved the course learning goals, will be graded as failing. A failure in
the clinical component results in an automatic “F” in the classroom component of the course. No
course credit can be earned unless both classroom and clinical performances are satisfactory.
A total of 90 clinical hours are required for this course*. A minimum of sixty (60) clinical hours will be spent at the clinical practicum site with the preceptor and must be accounted for on the Clinical Hours Activity Record. The remaining 30 hours will be allocated as follows:

- 15 hours – Work on project
- 7 hours – Reflective Journaling (using the format provided)
- 8 hours - **OPTIONS**: selection must be reported in the Reflective Journal
  
  A. Participation in the GNA Lobby Day January 27, 2009
  
  **OR**
  
  B. With prior approval, participation in a local/regional/national professional meeting or conference that is related to leadership/management
  
  **OR**
  
  C. The remaining 8 hours may be conducted in clinical with preceptor

*If the student is employed at the agency, the clinical practicum hours must be completed at times when the student is not functioning in the role of a paid employee.

**ACADEMIC HONESTY**

The academic dishonesty policies of this course are the same as those found in the *University of West Georgia Connection and BSN Student Handbook, 2008-2009*. Evidence of student cheating, fabrication, or plagiarism, as defined in these policies, (including copying of reference materials directly into class projects or papers without proper citations) will result in failure of the course.

*Revised January 2009*